

Management Center

The Financial Management and Administration Centre (CDG) consists of the Administrative and Financial Officer and 6 managers.

Main activities

The Management Center (CDG) aims to support and advise the members of the LMPS in their daily scientific and technical activities.

It ensures the administrative, financial and budgetary management of the laboratory in compliance with the contractual obligations and regulations of our supervisory bodies.

The focus of the Financial Management and Administration Center

Budget – Financial

- › Management of the preparation, implementation and monitoring of credits.
- › Controlling and analysing the laboratory's budget.
- › Carrying out financial and accounting acts related to contractual activity.
- › Carrying out purchasing procedures and missions for permanent and non-permanent staff.
- › Monitoring of equipment inventories.

Human Resources

- › Reception, information and orientation of permanent and non-permanent staff and users of the structure.
- › Support and administrative follow-up of recruitments.
- › Correspondence on training.
- › Follow-up of HR campaigns of the supervisory bodies.

Communication

- › Organisation and animation of the internal and external communication of the laboratory.
- › Organisation of the laboratory's events
- › Updating the LMPS website

Valorization

- › Assistance with the financial set-up and monitoring of research projects.

Logistics

- › Management of mail and parcels, keys, badges, offices, coffee/meal breaks for meetings.



Responsable



Lydia MATIJEVIC

**Responsable du Centre de
Gestion**

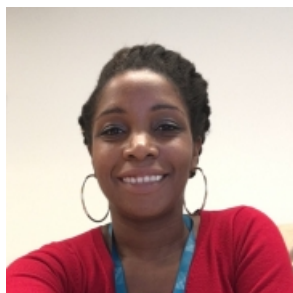
Ingénieur d'études

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Gestionnaires



CENTRE DE
GESTION

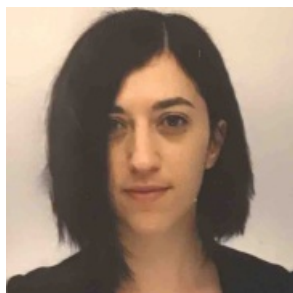
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